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County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

October 5, 2009

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

STATUS REPORT ON PLACEMENT OF DEPARTMENT OF PUBLIC WORKS CUSTODIAL STAFF (RESPONSE TO ITEM 24-B, AGENDA OF AUGUST 25, 2009)

On August 25, 2009, acting on a motion by Supervisor Ridley-Thomas, your Board directed the following actions related to the custodial program at the Department of Public Works headquarters building:

1. Instruct the Directors of Public Works and Internal Services to move forward with the hybrid model, maintaining County staff for daytime custodial services and contract out for night custodial services; and to consolidate custodial services from the Department of Public Works (DPW) to the Internal Services Department (ISD);
2. Instruct the Chief Executive Officer and Director of ISD to establish a labor/management initiative aimed at reducing costs, increasing efficiency, and improving the quality of ISD's in-house custodial services; and report back to your Board on the progress of the initiative no later than March 1, 2010; and
3. Instruct the Chief Executive Officer and Director of ISD to ensure all impacted staff currently working at DPW are placed in comparable positions, and report back to your Board on a monthly basis.

This memo provides the first monthly report on item #3 of the above regarding the placement of existing DPW temporary custodial staff into permanent positions at ISD or elsewhere in the County.

As per your Board's direction, the budgetary actions needed to accomplish this transfer were included in the Supplemental Budget recommendations approved by your Board on September 22, 2009. In addition, the following actions were completed or initiated during the past month:

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Each Supervisor
October 5, 2009
Page 2

- The Department of Human Resources (DHR) conducted an Open Competitive examination for custodians. All 27 of the DPW temporary custodian employees applied for the exam and have now been placed on a certification list.
- ISD has interviewed 26 of the 27 DPW temporary custodial staff, and will interview the one remaining employee as soon as this can be scheduled. This employee was only recently placed on the certification list,
- 22 of the employees have cleared the LiveScan background check. The remaining five are either pending results from the California Department of Justice (DOJ), or are pending receipt and review of court records and job suitability determination.
- ISD currently only has 22 vacant budgeted custodial positions and will not be able to hire all of the DPW custodians. DHR is currently working with other departments to place the remaining five custodians that are not placed by ISD. Specifically, DHR is working with the Department of Health Services (DHS), Probation and Sheriff Department (Sheriff) regarding these placements. To date, DHS and Sheriff have agreed to interview for possible placement of two employees in each department. DHR will continue to work with departments until all five custodians are placed.
- Representatives from this Office, ISD, DPW, DHS and DHR met to discuss transition issues, and agreed that December 1, 2009, will be the target transfer date. This will allow time for the custodial contractor to assemble the personnel needed to perform the night services, and for ISD to complete the background checks of the remaining employees that have not yet cleared the process. However, the December 1 target date is subject to change if the transfer is feasible at an earlier date.

We will provide your Board with another status report in late October. If you have any questions, please contact Ellen Sandt at (213) 974-1186, or esandt@ceo.lacounty.gov.

WTF:EFS:LS

TT:JJ:ef

c: Sheriff
Executive Officer, Board of Supervisors
Director of Internal Services
Director of Public Works
Director of Health Services
Acting Director of Personnel



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
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First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

October 26, 2009

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: 
William T Fujioka
Chief Executive Officer

STATUS REPORT ON PLACEMENT OF DEPARTMENT OF PUBLIC WORKS CUSTODIAL STAFF (RESPONSE TO ITEM 24-B, AGENDA OF AUGUST 25, 2009)

On August 25, 2009, acting on a motion by Supervisor Ridley-Thomas, your Board directed the following actions related to the custodial program at the Department of Public Works headquarters building:

1. Instruct the Directors of Public Works and Internal Services to move forward with the hybrid model, maintaining County staff for daytime custodial services and contract out for night custodial services; and to consolidate custodial services from the Department of Public Works (DPW) to the Internal Services Department (ISD);
2. Instruct the Chief Executive Officer and Director of Internal Services to establish a labor/management initiative aimed at reducing costs, increasing efficiency, and improving the quality of the Internal Services Department's in house custodial services; and report back to the Board on the progress of the initiative no later than March 1, 2010; and
3. Instruct the Chief Executive Officer and Director of Internal Services to ensure all impacted staff currently working at the Department of Public Works are placed in comparable positions, and report back to the Board on a monthly basis.

This memo provides the second monthly report on item #3 of the above regarding the placement of existing DPW temporary custodial staff into permanent positions at ISD or elsewhere in the County.

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The following actions have been completed since the last status report:

- 19 of the 27 temporary employees have accepted offers of employment with ISD.
- 1 temporary employee has received a job offer from ISD, but has not yet accepted the offer.
- 6 temporary employees have been interviewed by Probation (3), DHS (2), and the Sheriff (1).
- 1 temporary employee is pending the results of a criminal background check.
- ISD and DPW have completed a major portion of the actions required to implement the custodial contractor for night services. It is expected that ISD will assume management of custodial services at the DPW headquarters building by no later than December 1, 2009.

We will provide your Board with another status report in late November. If you have any questions, please contact Ellen Sandt at (213) 974-1186 or esandt@ceo.lacounty.gov.

WTF:SH:ES:

LS:TT:JJ:

GS:CL:cg

c: Executive Officer, Board of Supervisors
Director of Internal Services
Director of Public Works
Acting Director of Personnel



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Kenneth Hahn Hall of Administration
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WILLIAM T FUJIOKA
Chief Executive Officer

December 1, 2009

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

STATUS REPORT ON PLACEMENT OF DEPARTMENT OF PUBLIC WORKS CUSTODIAL STAFF (RESPONSE TO ITEM 24-B, AGENDA OF AUGUST 25, 2009)

On August 25, 2009, acting on a motion by Supervisor Ridley-Thomas, your Board directed the following actions related to the custodial program at the Department of Public Works headquarters building:

1. Instruct the Directors of Public Works and Internal Services to move forward with the hybrid model, maintaining County staff for daytime custodial services and contract out for night custodial services; and to consolidate custodial services from the Department of Public Works (DPW) to the Internal Services Department (ISD);
2. Instruct the Chief Executive Officer and Director of Internal Services to establish a labor/management initiative aimed at reducing costs, increasing efficiency, and improving the quality of the Internal Services Department's in house custodial services; and report back to the Board on the progress of the initiative no later than March 1, 2010; and
3. Instruct the Chief Executive Officer and Director of Internal Services to ensure all impacted staff currently working at the Department of Public Works are placed in comparable positions, and report back to the Board on a monthly basis.

This memo provides the third monthly report on item #3 of the above regarding the placement of existing DPW temporary custodial staff into permanent positions at ISD or elsewhere in the County.

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The following actions have been completed since the last status report:

- 21 of the 27 temporary employees have accepted offers of employment with ISD filling available vacancies. These custodians are scheduled to begin work at ISD on December 1, 2009.
- 2 of the 27 temporary employees have accepted offers of employment with DHS and are scheduled to begin work on December 1, 2009.
- 4 employees will retain a temporary employment status pending either their successful completion of the Sheriff's Department pre-employment background review or other administrative action.
- ISD has completed the contract and confirmed with the custodial contractor their readiness to provide night services effective December 1, 2009.

We will provide your Board with another status report in late December. If you have any questions, please contact Ellen Sandt at (213) 974-1186, or esandt@ceo.lacounty.gov.

WTF:EFS:LS
TT:ef

c: Executive Officer, Board of Supervisors
Director of Internal Services
Director of Public Works
Acting Director of Personnel



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WILLIAM T FUJIOKA
Chief Executive Officer

December 23, 2009

To: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: 
William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

STATUS REPORT ON PLACEMENT OF DEPARTMENT OF PUBLIC WORKS CUSTODIAL STAFF (RESPONSE TO ITEM 24-B, AGENDA OF AUGUST 25, 2009) – FOURTH MONTHLY STATUS REPORT

On August 25, 2009, acting on a motion by Supervisor Ridley-Thomas, your Board directed the following actions related to the custodial program at the Department of Public Works headquarters building:

1. Instruct the Directors of Public Works and Internal Services to move forward with the hybrid model, maintaining County staff for daytime custodial services and contract out for night custodial services; and to consolidate custodial services from the Department of Public Works (DPW) to the Internal Services Department (ISD);
2. Instruct the Chief Executive Officer and the Director of ISD to establish a labor/management initiative aimed at reducing costs, increasing efficiency, and improving the quality of ISD's in house custodial services; and report back to the Board on the progress of the initiative no later than March 1, 2010; and
3. Instruct the Chief Executive Officer and the Director of ISD to ensure all impacted staff currently working at DPW are placed in comparable positions, and report back to the Board on a monthly basis.

This memorandum provides the fourth monthly status report on item number three of the above regarding the placement of existing DPW temporary custodial staff into permanent positions at ISD or elsewhere in the County.

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Each Supervisor
December 23, 2009
Page 2

The following actions have been completed since the last monthly status report:

- ISD began providing custodial services to DPW Headquarters on December 1, 2009;
- Twenty-two (22) of the 27 temporary employees began employment with ISD, as monthly permanent employees, effective December 1 and 16, 2009;
- Two (2) of the 27 temporary employees have accepted offers of employment with DHS and reported to work on December 1, 2009;
- Three (3) employees continue to retain their temporary employment status pending their successful completion of pre-employment background or other administrative reviews.

We will provide your Board with another monthly status report in late January 2010, on any remaining temporary employees. If you have any questions, please have your staff contact Ellen Sandt at (213) 974-1186, or esandt@ceo.lacounty.gov.

WTF:ES:LS
TT:ef

c: Executive Officer, Board of Supervisors
Director of Internal Services
Director of Public Works
Acting Director of Personnel



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CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

January 27, 2010

To: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Don Knabe
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

From: William T Fujioka
Chief Executive Officer

**STATUS REPORT ON PLACEMENT OF DEPARTMENT OF PUBLIC WORKS
CUSTODIAL STAFF (RESPONSE TO ITEM 24-B, AGENDA OF AUGUST 25, 2009) –
FIFTH MONTHLY STATUS REPORT**

On August 25, 2009, acting on a motion by Supervisor Ridley-Thomas, your Board directed the following actions related to the custodial program at the Department of Public Works headquarters building:

1. Instruct the Directors of Public Works and Internal Services to move forward with the hybrid model, maintaining County staff for daytime custodial services and contract out for night custodial services; and to consolidate custodial services from the Department of Public Works (DPW) to the Internal Services Department (ISD);
2. Instruct the Chief Executive Officer and Director of Internal Services to establish a labor/management initiative aimed at reducing costs, increasing efficiency, and improving the quality of the Internal Services Department's in house custodial services; and report back to the Board on the progress of the initiative no later than March 1, 2010; and
3. Instruct the Chief Executive Officer and Director of Internal Services to ensure all impacted staff currently working at the Department of Public Works are placed in comparable positions, and report back to the Board on a monthly basis.

This memo provides the fifth monthly report on item #3 of the above regarding the placement of existing DPW temporary custodial staff into permanent positions at ISD or elsewhere in the County.

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Honorable Board of Supervisors
January 27, 2010
Page 2

In our December 2009 status, we reported that ISD began providing custodial services to the Department of Public Works headquarters building on December 1, 2009. During December 2009, the County hired 24 (ISD hired 22; the Department of Health Services hired 2) of the 27 temporary employees as permanent employees, leaving 3 remaining temporary employees.

Since the December 2009 status report, the Sheriff's Department has hired 1 of the 3 temporary employees. The remaining 2 employees currently retain their temporary employment status while we seek to identify appropriate permanent assignments.

We will provide your Board with another status report in late February. If you have any questions, please have your staff contact Ellen Sandt at (213) 974-1186, or esandt@ceo.lacounty.gov.

WTF:ES:LS
TT:JJ:ef

c: Executive Office, Board of Supervisors
Internal Services Department
Public Works Department
Human Resources Department



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

April 2, 2010

To: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Don Knabe
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

STATUS REPORT ON PLACEMENT OF DEPARTMENT OF PUBLIC WORKS CUSTODIAL STAFF (RESPONSE TO ITEM 24-B, AGENDA OF AUGUST 25, 2009) - SIXTH MONTHLY STATUS REPORT

On August 25, 2009, acting on a motion by Supervisor Ridley-Thomas, your Board directed the following actions related to the custodial program at the Department of Public Works headquarters building:

1. Instruct the Directors of Public Works and Internal Services to move forward with the hybrid model, maintaining County staff for daytime custodial services and contract out for night custodial services; and to consolidate custodial services from the Department of Public Works (DPW) to the Internal Services Department (ISD);
2. Instruct the Chief Executive Officer and Director of Internal Services to establish a labor/management initiative aimed at reducing costs, increasing efficiency, and improving the quality of the Internal Services Department's in house custodial services; and report back to the Board on the progress of the initiative no later than March 1, 2010; and
3. Instruct the Chief Executive Officer and Director of Internal Services to ensure all impacted staff currently working at the Department of Public Works are placed in comparable positions, and report back to the Board on a monthly basis.

This memo provides the sixth monthly report on item #3 of the above regarding the placement of existing DPW temporary custodial staff into permanent positions at ISD or elsewhere in the County. This memo also reports on item #2, detailing the progress of the establishment of the labor/management initiative.

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Each Supervisor
April 2, 2010
Page 2

In our January 2010 status report, we indicated that two employees retained their temporary employment status while we sought to identify appropriate permanent assignments. The two individuals in question do not meet background and/or training requirements for several departments. Since that time, we have continued our efforts. However, given the current fiscal/budgetary status of departments with comparable positions, as well as background and training requirements, we have not yet identified appropriate permanent assignments. Unless directed otherwise by your Board, ISD will continue to work through April to identify regular positions. If no positions are identified by then, the remaining two employees will be released.

Item #2 of your Board's motion directed the establishment of a labor/management initiative aimed at reducing costs, increasing efficiency, and improving the quality of the Internal Services Department's in house custodial services. Representatives from SEIU Local 721, the Chief Executive Office Employee Relations Division, and ISD have established a Joint-Labor Management Committee consistent with your Board's instruction. This committee will oversee smaller sub-committees (Action Teams) that will focus on specific issues and processes to achieve the objectives set forth by the motion.

Representatives from all three organizations met on November 23, 2009, December 12, 2009 and February 1, 2010. The agendas for these meetings included presentations by representatives from the City of Los Angeles and Local 721 on successful labor/management models specific to enhancing custodial services. Protocols for the committee are currently in development and will serve as guidelines for the Committee as we proceed.

We will provide your Board with another status report in late April, 2010. If you have any questions, please contact me or have your staff contact Ellen Sandt at (213) 974-1186, or esandt@ceo.lacounty.gov.

WTF:ES:LS
TT:JJ:ef

c: Executive Office, Board of Supervisors
Internal Services
Public Works
Human Resources



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

April 19, 2010

To: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Don Knabe
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in dark ink, appearing to read "W. Fujioka", is written over the printed name of the Chief Executive Officer.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

STATUS REPORT ON PLACEMENT OF DEPARTMENT OF PUBLIC WORKS CUSTODIAL STAFF (RESPONSE TO ITEM 24-B, AGENDA OF AUGUST 25, 2009) – SEVENTH AND FINAL MONTHLY STATUS REPORT

On August 25, 2009, acting on a motion by Supervisor Ridley-Thomas, your Board directed the following actions related to the custodial program at the Department of Public Works headquarters building:

1. Instruct the Directors of Public Works and Internal Services to move forward with the hybrid model, maintaining County staff for daytime custodial services and contract out for night custodial services; and to consolidate custodial services from the Department of Public Works (DPW) to the Internal Services Department (ISD);
2. Instruct the Chief Executive Officer and Director of Internal Services to establish a labor/management initiative aimed at reducing costs, increasing efficiency, and improving the quality of the Internal Services Department's in house custodial services; and report back to the Board on the progress of the initiative no later than March 1, 2010; and
3. Instruct the Chief Executive Officer and Director of Internal Services to ensure all impacted staff currently working at the Department of Public Works are placed in comparable positions, and report back to the Board on a monthly basis.

This memo provides the seventh and final monthly report on item #3 of the above regarding the placement of existing DPW temporary custodial staff into permanent positions at ISD or elsewhere in the County.

Each Supervisor
April 19, 2010
Page 2

In our April 2, 2010 status report, we indicated that two employees retained their temporary employment status while we sought to identify appropriate permanent assignments. Since our last report, ISD has identified two positions as a result of recent attrition. Thus, the two remaining temporary employees have been offered and accepted permanent employment.

Also in our April status report, we provided your Board with an update on Item #2 regarding the establishment of the labor/management initiative. We plan to provide your Board with quarterly status reports on the progress of this initiative. The next quarterly status report is planned for early July 2010.

If you have any questions, please contact me or have your staff contact Ellen Sandt at (213) 974-1186, or esandt@ceo.lacounty.gov.

WTF:ES:LS
TT:JJ:ef

- c. Executive Office, Board of Supervisors
 - Internal Services
 - Public Works
 - Human Resources
 - SEIU Local 721



County of Los Angeles
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WILLIAM T FUJIOKA
Chief Executive Officer

July 14, 2010

To: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Don Knabe
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

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Second District

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Third District

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Fifth District

SECOND STATUS REPORT ON PROGRESS OF LABOR/MANAGEMENT INITIATIVE (RESPONSE TO ITEM 24-B, AGENDA OF AUGUST 25, 2009)

On August 25, 2009, acting on a motion by Supervisor Ridley-Thomas, your Board directed several actions related to the custodial program at the Department of Public Works (DPW) headquarters building. As previously reported to your Board, portions of this motion have been completed. The Internal Services Department (ISD) now manages custodial services at the DPW headquarters building, and the impacted custodial staff have been placed in comparable County positions.

This memo provides the second progress report on the remaining ongoing item from that motion, the establishment of a labor/management initiative aimed at reducing costs, increasing efficiency, and improving the quality of the ISD's in house custodial services.

To date the Joint Labor-Management Committee (JLMC) has completed the following actions:

- Developed an agreed-upon set of protocols to serve as guidelines for the JLMC;
- Approved an engagement strategy that identifies four key action items outlined below:
 - Assessment
 - Report Development & Recommendations
 - Establish & Launch Project Team(s)
 - Monitor & Track Activities

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Each Supervisor
July 14, 2010
Page 2

The JLMC last met on June 16, 2010, to discuss progress and next steps. The assessment phase is currently underway and has included meetings with ISD custodians and facility inspections by SEIU staff.

The JLMC is scheduled to meet again on July 14, 2010. In addition, the JLMC is developing a joint communication to all ISD custodial employees announcing the initiative.

We will provide your Board with another status report on the progress of this initiative in October, 2010. If you have any questions, please contact me or have your staff contact Ellen Sandt at (213) 974-1186, or esandt@ceo.lacounty.gov.

WTF:BC:EFS
TT:JJ:ef

c: Executive Office, Board of Supervisors
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 Internal Services
 Public Works
 SEIU Local 721



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WILLIAM T FUJIOKA
Chief Executive Officer

October 28, 2010

To: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Don Knabe
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", is written over the printed name.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

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Third District

DON KNABE
Fourth District

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Fifth District

STATUS REPORT ON PROGRESS OF LABOR/MANAGEMENT INITIATIVE (RESPONSE TO ITEM 24-B, AGENDA OF AUGUST 25, 2009) – THIRD STATUS REPORT

On August 25, 2009, acting on a motion by Supervisor Ridley-Thomas, your Board directed several actions related to the custodial program at the Department of Public Works (DPW) headquarters building. As previously reported to your Board, portions of this motion have been completed. The Internal Services Department (ISD) now manages custodial services at the DPW headquarters building, and the impacted custodial staff have been placed in comparable County positions.

This memo provides the third progress report on the remaining ongoing item from that motion, the establishment of a labor/management initiative aimed at reducing costs, increasing efficiency, and improving the quality of the ISD's in-house custodial services.

To date the ISD Custodial Labor-Management Committee (JLMC) has completed the following actions:

- Published a joint communication to all ISD custodial staff announcing the initiative.
- Completed the facilities inspection portion of the assessment phase for the Hall of Administration.

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October 28, 2010
Page 2

- Identified the following project team focus areas:
 - Gear Rooms and Inventory
 - Cleaning Process
 - Cleaning Chemicals
- Distributed a survey to ISD custodial staff requesting feedback/recommendations for improvement on the focus areas.

The JLMC is scheduled to meet on November 8, 2010, where they will review the results of the survey and discuss next steps.

We will provide your Board with another status report on the progress of this initiative in late January, 2011. If you have any questions, please have your staff contact Ellen Sandt at (213) 974-1186, or esandt@ceo.lacounty.gov.

WTF:BC:EFS
TT:JJ:ef

- c. Executive Office, Board of Supervisors
 - Human Resources
 - Internal Services
 - Public Works
 - SEIU Local 721



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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<http://ceo.lacounty.gov>

February 28, 2011

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "WTF", is placed over the printed name of William T. Fujioka.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
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DON KNABE
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MICHAEL D. ANTONOVICH
Fifth District

STATUS REPORT ON PROGRESS OF LABOR/MANAGEMENT INITIATIVE (RESPONSE TO ITEM 24-B, AGENDA OF AUGUST 25, 2009) – FOURTH STATUS REPORT

On August 25, 2009, acting on a motion by Supervisor Ridley-Thomas, your Board directed several actions related to the custodial program at the Department of Public Works (DPW) headquarters building. As previously reported to your Board, portions of this motion have been completed. The Internal Services Department (ISD) now manages custodial services at the DPW headquarters building, and the impacted custodial staff has been placed in comparable County positions.

This memo provides the fourth progress report on the remaining ongoing item from that motion, the establishment of a labor/management initiative aimed at reducing costs, increasing efficiency, and improving the quality of the ISD's in house custodial services.

To date, the ISD custodial Joint Labor-Management Committee (JLMC) has completed the following actions:

- Completed a survey of ISD custodial staff requesting feedback/recommendations for improvement on custodial services and work processes (39% of the ISD custodial staff submitted a completed survey and 21% of the respondents requested to be on one of the project teams).
- Drafted a code of safe practices specifically for ISD custodial services.

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The JLMC is planning on meeting this month to identify the composition of the project teams and establish a joint Labor-Management kick-off event for custodial employees.

We will provide your Board with another status report on the progress of this initiative in late May. If you have any questions, please have your staff contact Deputy Chief Executive Officer, Ellen Sandt at (213) 974-1186 or esandt@ceo.lacounty.gov.

WTF:ES:
GS:CL:cg

c: Executive Office, Board of Supervisors
 CEO, Employee Relations
 County Counsel
 Human Resources
 Internal Services
 Public Works
 SEIU Local 721



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

June 8, 2011

To: Supervisor Michael D. Antonovich, Mayor
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

FINAL STATUS REPORT ON PROGRESS OF LABOR/MANAGEMENT INITIATIVE (RESPONSE TO ITEM 24-B, AGENDA OF AUGUST 25, 2009)

On August 25, 2009, acting on a motion by Supervisor Ridley-Thomas, your Board directed several actions related to the custodial program at the Department of Public Works (DPW) headquarters building. As previously reported to your Board, portions of this motion have been completed. For example, the Internal Services Department (ISD) now manages custodial services at the DPW headquarters building, and the impacted custodial staff has been placed in comparable County positions.

This memo provides the fifth and final progress report on the remaining ongoing item from that motion, the establishment of a labor/management initiative aimed at reducing costs, increasing efficiency, and improving the quality of the ISD's in-house custodial services.

To date, the ISD Custodial Joint Labor-Management Committee (JLMC) has completed the following actions:

- Established a standing JLMC focused on improving the cost effectiveness and efficiency of ISD's in-house custodial services.
- Surveyed custodial employees and customers and established priority areas for employee teams, management, and labor to focus resources to improve services and reduce costs.

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- Drafted guidelines for work groups/employee teams to allow for continuous process improvement through employee team meetings with both labor and management representatives.
- Conducted joint labor/management assessments of custodial cleaning products to include product demonstrations.
- Established tentative date(s) for joint labor/management custodial employee informational meetings beginning in June 2011 and ongoing to keep staff updated and engaged.

The JLMC will continue to assess policies and programs aimed at improving ISD's in-house custodial services. Both management and labor are committed to the goals of reducing cost, increasing efficiencies, and improving the quality of ISD's in-house custodial services and will continue in good faith to work together to accomplish these goals.

If you have any questions, please have your staff contact Deputy Chief Executive Officer, Ellen Sandt at (213) 974-1186 or esandt@ceo.lacounty.gov.

WTF:EFS:
TT:JJ:cg

c: Executive Office, Board of Supervisors
CEO, Employee Relations
County Counsel
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Public Works
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